

Agricultural Marketing Service
Cotton Programs
Administrative Office, Memphis

draft 4, May 2005
for the primary work results element for each staff member

Purchasing Specialist, GS-1105-10

Element 1. PURCHASING PROGRAM RESULTS

The Purchasing Specialist is Cotton Program's Contracting Officer for purchases under \$100,000, and is responsible completing pre-award and post-award operations.

This element supports the Administrative Office's objective of providing high-quality administrative support services to the Cotton Program, consistent with Federal, USDA, and AMS policies and procedures.

Standard: Results and measures for FULLY SUCCESSFUL. Evaluation is based on the supervisor's observations and review of work products; feedback from internal customers and APHIS Procurement, and any audits or reviews.

- The Purchasing Specialist maintains a current warrant as a Contracting Officer

In the judgment of the supervisor, in almost all cases:

- the Purchasing Specialist monitors the work of the APHIS CO and verifies that it is accurate, or initiates corrective action, with the result that Cotton Program's intent and objectives are fulfilled
- Purchases under \$100,000
 - purchase orders for equipment, supplies, and services for the Program are issued within in accordance with the FAR and other applicable regulations.
 - pre-procurement approvals and clearances are obtained as necessary
 - BPA's are renewed and updated as necessary
 - contract modifications are completed as necessary
- Contracts are administered in accordance with FAR and agency policies from date of acceptance of goods, for the life of the contract.
 - Decisions to approve or disapprove payments are consistent with the contract and agency policy
 - Documentation of procurement actions meets FAR, USDA, and AMS requirements

- The requisition tracking system is complete, accurate and up to date through to completion